

WIDA ACCESS for ELLs 2.0
Division of Accountability Services (DAS)
Pre-Identification of Students

DAS pre-identified students to the Spring 2016 WIDA assessment in the Secure Site using the school enrollment from the Fall 2015 MSDS General Collection (student count day) and Student Record Maintenance (SRM) files submitted through December 4, 2015. Students that have been submitted in an LEP program in any collection (even if not by your district) and were not exited as proficient by June 30, 2015 were pre-identified and are expected to test. Check your Pre-ID Student Report to verify all LEP students have been pre-identified for testing. Schools are expected to pre-identify any missing or newly enrolled LEP or newly identified LEP students.

All schools are expected to take the WIDA assessment online this year unless an online waiver was submitted for the school and was approved. If there is no approved waiver, all students will be pre-identified as testing online. If you have a few students that will not be testing online, you can select a paper/pencil Tier for the student when you pre-identify them or you can go back in later and make this change. Students must be selected for online or paper/pencil for all content areas, they cannot be mixed between the two modes with the exception of writing.

There are a few things to note:

- The kindergarten and the WIDA Alternate ACCESS for ELLs (Tier T) are only available as paper/pencil.
- The writing portion for grades 1 – 3 is paper/pencil only, even for those students that are taking the online assessment. You cannot and do not need to identify the student as paper/pencil for the writing portion. Leave the student identified as online testing.
- The writing portion for grades 4 – 12 can be administered using paper/pencil OR online. If the student is taking all other portions of the assessment, the student can take the writing paper/pencil if appropriate. The prompt will be online but can respond on paper/pencil. You cannot and do not need to identify the student as paper/pencil for the writing portion if they respond on paper/pencil. Leave the student identified as online testing.

Schools that submitted an online waiver that was approved, students will be expected to test using paper/pencil. If an available accommodation online is appropriate for a student, the student can be identified and tested online even if you are a paper/pencil school.

Schools will receive printed barcode labels for students testing using paper/pencil (indicated as paper/pencil on the Secure Site) and pre-identified by December 28 at 5:00 p.m. The student's barcode number (found on the Pre-ID Student Report) will need to be filled in on student's answer documents testing paper/pencil and pre-identified on the Secure Site after December 28. This would also apply to barcode labels that are damaged or missing and cannot be used on the answer document.

Students will NOT be put into Online Sessions on the Secure Site as done with other online state assessments.

IMPORTANT: The initial order of paper/pencil testing materials will be based on the students pre-identified and their tier. It is important to pre-ID all students and select the appropriate tier for those that are testing paper/pencil. Schools will be given an opportunity to order additional materials approximately two weeks before testing.

Pre-ID Student Report

After pre-identifying students for the Spring 2016 WIDA test cycle, you can produce a list of students identified for the testing.

1. Log in to the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure> with your MEIS login and password.
2. Select *Pre-ID Student Report* from the *Pre-ID Functions* menu at the top.
3. Select the *ISD* and *District* from the drop down boxes. If you do not have “district level” access, you will be required to select a school or your school may already be prepopulated based on your access.
4. Select Spring 2016 WIDA from the *Test Cycle* drop down.
5. Click the *Search* button at the bottom right.
6. A list of students pre-identified for the Spring 2016 WIDA will be displayed.
 - a. As students are added to the Pre-ID Student report by the district or schools, please use the LEP filter to make sure students are identified as LEP to ensure students receive a valid test score. If a student is not identified as LEP, make sure it is in the student information system and check with the student pupil accounting person to make sure it will be submitted in the Spring 2016 MSDS General Collection or on a Student Record Maintenance (SRM) file.
 - b. Student demographics are updated nightly from MSDS. If you pre-ID a student today, the demographics will update from MSDS tonight.
 - c. The student’s barcode number is available on the WIDA Pre-ID Student Report (only WIDA) so that the barcode number is easily accessible to fill in on new student’s paper/pencil answer document.
 - i. Barcode labels cannot be printed from the Secure Site for WIDA like they can be for other state assessments.
7. Besides viewing the listing on the screen, you can download and print the report using the buttons at the bottom right.

Unassigning a Student

Students can be unassigned (removed) from the WIDA test cycle from the *Pre-ID Student Report* by clicking in the check box in the first column on the left to select the student(s) and then click on the *Unassign* button at the bottom right. This is not required but it will help to keep accurate list of students testing.

IMPORTANT: Unassigning a student from a test cycle will NOT remove them from accountability calculations. If a student exits the school or district, the student exit information must be submitted by the district student pupil accounting person in MSDS in the spring MSDS General Collection or using a Student Record Maintenance (SRM) file.

Pre-ID File Upload

A .txt or .csv file can be created in DAS required format and loaded directly to the Secure Site to identify students for the WIDA. The Pre-ID File Layout can be located at the bottom of the Secure Site login page at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure> along with a Template. When using the template, you will need to use the layout in order to identify the format of each field and remember it **must** be saved as .csv file before loading it to the Secure Site.

The data for the pre-ID file can be pulled from the student information system by your district pupil accounting person. Anyone with access to the Secure Site higher than a “view only” can load the file to the Secure Site.

Once the file has been created:

1. Log in to the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure> with your MEIS login and password.
2. Select *Pre-ID Students* from the *Pre-ID Functions* menu at the top.
3. Select *File Upload* from the *Pre-ID Method* dropdown.
4. Select the *ISD*, *District*, and Spring 2016 WIDA from the *Destination Test Period* drop downs. The ISD and District fields may prepopulate depending on your access.
5. Click on the *Select* button next to the *File to Upload* field to select the file created from the computer.
6. Click Upload.

The file may take up to 15 – 30 minutes to fully load depending on the size of the file and volume of users uploading files. To check the status of your file:

1. Select *Pre-ID File Upload Results* from the *Pre-ID Functions* menu at the top.
2. Select the *ISD* and *District* from the drop downs and click on the Search button.
3. A list of files loaded and the status will display.
 - a. If there are errors, you can click on the *View Errors* link under the Errors column to determine the errors identified.
 - b. After correcting the errors identified in the file, the file must be loaded again to the Secure Site.

One Student at a Time

Students can be entered for the WIDA one student at a time on the Secure Site. This may not be feasible for a large group of students, but is helpful for those few students that enroll later or were missed in a previous file. Students must have a unique identification code (UIC) assigned by MSDS before they are entered in the Secure Site.

1. Log in to the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure> with your MEIS login and password.
2. Select *Student Search* from the *Student Assessments* menu at the top.
3. Put in a few letters in the *Last Name* and the *First Name* field and click the *Search* button.
4. Click on the student's name from the returned list of students.
5. On the Student Summary page, click on the *Add Test Cycle* button.
6. Select the Spring 2016 WIDA from the *Test Cycle* drop down.
7. Select the *ISD, District and School and Grade* (kindergarten is 00) from the drop down menus.
8. In the *WIDA Tier (EL Students Only)* field, if the student is testing online, select *No Tier (Only Only)* from the drop down. If the student is testing paper/pencil, select the appropriate tier for the student. Remember, this will also order your initial materials so make sure to select the correct tier. There is no tier for kindergarten students.
9. Click the *Save* button at the bottom right.
10. The *Assessment Information* section will open at the bottom of the screen. You can enter Class Group Codes and Research Codes if desired. Also note the content areas will be checked under the *Online Testing* column if the student is testing online. If the student is testing paper/pencil the content areas will not be checked in the *Online Testing* column.
 - a. If a student was pre-ID as online but will be taking paper/pencil, you can change the *WIDA Tier (EL Students Only)* field to the appropriate tier for the student and the content areas in this section will be deselected under the *Online Testing* Column. If you remove the *Online Testing* checks before selecting a tier, you will be required to select a tier from the drop down.
11. If you have made any changes in the Assessment Information section, click the *Save* button at the bottom right to save the changes.
12. The student is now pre-identified for the Spring 2016 WIDA assessment and will be immediately listed on the *Pre-ID Student Report*.

MSDS Copy

Students can be pre-identified using the MSDS Copy function on the Secure Site. This will produce a list of students currently enrolled in the district or school in the Michigan Student Data System (MSDS). If the student's enrollment information has not been submitted in MSDS, then the student will not come up using the MSDS Copy function.

1. Log in to the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure> with your MEIS login and password.
2. From the *Assessment Registration* menu at the top, hover over *Pre-ID* and then click on *Pre-ID Students*.
3. From the *Pre-ID Method* drop down, select *MSDS Copy*.
4. Select the *ISD* and *District* from the drop down boxes. If you have school level access, you will be required to select a *Source School*. The Source School is the school that the student is enrolled in MSDS.
5. Select the *Grade*. The grade is the grade the student is enrolled in MSDS.
6. If you enter a *Last Name* or *First Name*, it will only bring back students matching the name entered.
7. By selecting *Yes* for *SE*, only students identified as special education in MSDS will come up in the search results. By selecting *Yes* for *LEP*, only students that are identified as limited English proficient in MSDS will come up in the search results.
8. Once you have completed the *Search Source Search Filter* section, click the *Search* button at the bottom right.
9. The *Select Destination* Information section will open along with a list of students from MSDS matching your *Source Search Filter* search.
10. In the *Destination Test Cycle*, select the *Spring 2016 WIDA*, in the *Destination Grade*, select the grade the student is currently in. You only need to select the *Destination School*, if the student is enrolled in a different school than they are listed in MSDS.
11. Select the students to be copied from MSDS to the Secure Site for pre-identification by placing a check mark in the first column to the far left of the student name. You can click on the *Select All* button to select all students listed on the page.
12. Click the *Submit* button at the bottom right.

The file may take up to 15 – 30 minutes to fully load depending on the size of the file and volume of users uploading files. To check the status of your file:

1. Select *Pre-ID File Upload Results* from the *Pre-ID Functions* menu at the top.
2. Select the *ISD* and *District* from the drop downs and click on the *Search* button.
 - a. A list of files loaded and the status will display. If there are errors, email baa@michigan.gov.

How to Get Access to the Secure Site

Users will need to know their MEIS ID, MEIS login and password to access the Secure Site. A user can go to <https://cepi.state.mi.us/meis/login.aspx/> to access their MEIS login, MEIS ID, reset their password or create a MEIS account if they do not already have one.

There are two different ways to get access to the Secure Site:

1. Users can log on to the Secure Site with their MEIS login and password. If they do not already have access to the site, the *Request Access* screen will display and allow the user to request access to the Secure Site.

The designated district administrator level user of the Secure Site will receive an email from the system indicating that a request to access the site has been made. The district administrator will then log on to the Secure Site and go to the *Security-Manage System Requests* under the *Admin Functions* menu to review and deny/approve access. The requesting user will get an email at the email address listed in the MEIS system (make sure it is correct), confirming the request was denied or accepted.

If a user already has access to the Secure Site and would like to request additional access, they will go to the *Request Access* screen under the *Security* menu after logging into the Secure Site.

2. A user can contact the designated district administrator level user directly to request access to the Secure Site. This is usually the district assessment coordinator or M-STEP coordinator. The district administrator will log into the Secure Site and click on *Security -Manage User Profiles* under the *Admin Functions* menu and create access for the user. The user will need to provide the district administrator level user with their MEIS ID (starts with an "A") in order for the district administrator to create access in the Secure Site. The user will get an email at the email address listed in the MEIS system (make sure it is correct) confirming access has been granted.